

DATE: 06/23/2009

TO: City Clerk

FROM: Rep. Eddie Holguin Jr.

ADDRESS 2 Civic Center Plaza 10th Floor

TELEPHONE 915-541-4182

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of June 23, 2009

Appointment of Luis M. Ruiz to the Open Space Advisory Board by Representative Eddie

Item should read as follows: Holguin Jr., District 6.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Open Space Advisory Board

NOMINATED BY: Representative Eddie Holguin Jr. DISTRICT: 6

NAME OF APPOINTEE Luis M. Ruiz

(Please verify correct spelling of name)

BUSINESS ADDRESS: 5941 Marlin Dr.

CITY: El Paso ST: Tx ZIP: 79924 PHONE: 915-751-4835

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79924

PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: New Board

EXPIRATION DATE OF INCUMBENT: _____

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____

RESIGNED _____

REMOVED _____

DATE OF APPOINTMENT: 06/23/2009

EXPIRATION DATE OF NEW APPOINTEE: 06/30/2011

PLEASE CHECK ONE OF THE FOLLOWING:

1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

Luis M. Ruiz

Work Qualities

Very strong work ethic and the ability to work well within a team environment. Highly engaged, motivated, requiring little direction, and capable of working on own initiative. Proficient in computers in particular Microsoft Word, Power Point, Outlook. Knowledgeable in Excel, Access, data-entry, and spreadsheets. Able to type 35 WPM and dictation.

Languages

Bilingual: English and Spanish – speak, read, and write.

Work Experience

01-08/Present Tatitlik Management Inc.
El Paso, TX

OPFOR (OPPOSING FORCES)

Training all U.S military branches in tactical warfare and counter-terrorism

10-06/11-07, 05-97/08-97 City of El Paso- Parks and Recreation- Aquatics
Veterans Pool, Nations Tobin Pool
El Paso, TX

Swim Coach/Lifeguard

To teach children the basic fundamentals of competitive swimming on a high level, by providing optimal training in the water and on land. Also providing discipline, motivation, and teamwork skills for all children at different age levels. To maintain a safe work environment by providing first-aid to patrons in need.

05-05/09-05, 05-06/09-06 County of El Paso- Parks and Recreation
Gallegos Pool, Ascarate Pool
EL Paso, TX

Pool Manager/Lifeguard

To maintain a clean and workable facility for patrons and staff, also to make work schedules for all guards and instructors.

10-02/04-03 State of Texas- House of Representatives
El Paso, TX

Administrative Assistant

Maintain office running on day to day operations. Handling all types of administrative duties including filtering mail, answering phones calls, creating data-bases, and data-entry. Also setting up meetings and conferences with constituents and elected official that are on the local, county, and state level.

Education

08-96/05-00 – Parkland High School – El Paso, TX – Diploma
Cross-Country, Wrestling, Swimming, Track, Journalism, Broadcast Journalism, and Yearbook staff.

12-01/09-02 – Western Technical College – El Paso, TX – COCMA/CMA

01-03/06-04 – El Paso Community College – El Paso, TX – (Major: Kinesiology)
Speech and Debate team.

Clubs and Organizations

2008-Present-El Paso Museum of History- Advisory Board Member
2006- Present- El Paso County Democratic Party- Precinct Chair #55 / Legislative Committee
2006- Present- El Paso Young Democrats-

**Volunteer
experience**

Vice Chair- Community Services
2005- Present- Camino Real Mexican American Democrats- Vice Chair- Youth
Devolopment

Volunteer coach at Parkland Elementary grades 1st thru 5th from 10-99 to 04-00.
Volunteered in several political campaigns from governor races to local water district
races. Volunteered in building the very first skate park at the N.E YMCA in 1999.

References

Upon request